



PLAN REVIEW ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise plan review operations within the Building Safety Division; and to perform a variety of highly skilled technical tasks relative to assigned area of responsibility.

Position Information:

The role of any Building Safety Supervisor within the City of Tempe is to provide the best development services possible with an emphasis on excellent customer service. In addition, supervisors must be a mentor to their staff members and be an enthusiastic participant in a high performance work culture. This means that supervisors must use their exceptional knowledge to the benefit of all that they come in contact with during the course of their work. In this sense, the supervisor's customers include such people as the building owner, business owner, architect, engineer, superintendent, development services specialist, all city staff members, tenant, resident, etc.

All who have a stake in the construction process or in the use of a finished building are to be considered customers. Customers should be treated with respect, and when problems arise, the supervisors use their exceptional knowledge in a problem solving mode to the benefit of the associated customers. The goal is for supervisors to use their exceptional code knowledge and/or City of Tempe's processes to the benefit of all customers, ensuring the minimum code standards are incorporated in the built environment as the code intends.

Supervision Received and Exercised:

Receives general direction from the Building Safety Deputy Development Services Manager or from other supervisory or management staff.

Exercises direct supervision over professional and technical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does

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not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for plan reviews and permit issuance; implement policies and procedures as directed by the Deputy Development Services Manager.
- Plan, prioritize, assign, supervise and review the work of staff involved in plan review and permit issuance.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for proposed expenditures; monitor and control expenditures.
- Participate in the selection of plan review staff; provide and coordinate staff training; work with employees to correct deficiencies, implement performance management procedures.
- Review building plans to determine code compliance.
- Recommend changes in codes to resolve design and interpretation issues and to accommodate new materials and new design concepts; interpret provisions of the construction and zoning codes for architects, engineers, contractors, inspectors and building owners.
- Confer with architects, engineers, contractors and owners on proposed projects to resolve problems prior to submittal. Conduct preliminary plan reviews of projects before they are formally submitted.
- Perform field inspections as necessary to determine code compliance and proper installation of the more complicated structures or systems.
- Attend board meetings and initial project meetings to inform applicants of Tempe's building code requirements, policies, and procedures; serve as a skilled technical advisor.
- Prepare regularly scheduled reports for section.

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- May be assigned responsibility for the Department during the absence of the Building Safety Deputy Development Services Manager.
- Answer questions and advise the public by telephone or at the counter concerning codes and plan check reports; advise building inspectors of unusual design, construction or installation problems.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible professional experience in building design and construction, including one year of supervisory responsibility and preferably some experience in code administration and enforcement. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical or electrical engineering, architecture or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, registration as a Certified Building Official or professional engineer or architect in the state of Arizona.

ICC Certification as a Building Plans Examiner is required within one year of hire.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 7130

FLSA: Exempt